



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## INSURANCE RATE ANALYST

**\$3,106 - \$4,810**

**RATE REGULATION BRANCH, RATE FILING BUREAU/LA2  
LOS ANAGLES**

### RESPONSIBILITIES:

Under supervision of the Bureau Chief, the incumbent learns to prepare less difficult analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to the following: review and analyze less difficult rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; in coordination with team leader, effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and, other related duties as required.

### DESIRABLE QUALIFICATIONS:

- Ability to learn mathematical algorithms and statistical methods and procedures.
- Ability to analyze technical issues.
- Ability to communicate effectively, both oral and written.
- Ability to develop effective working relationships with all levels of staff.
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Insurance Rate Analyst, PSN # 413-324-4441-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE

12/13/13 NT

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email [Nicole.Terrell@insurance.ca.gov](mailto:Nicole.Terrell@insurance.ca.gov)

**FINAL FILING DATE:** Monday, December 30, 2013 – Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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